



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 963.5

Job Title: **THEATER EVENT COORDINATOR**

Pay Grade: 20

GENERAL SUMMARY:

Provides pre-event planning and event management for all events in the City of Houston managed theater(s).

RESPONSIBILITIES:

- Oversees all aspects of event management to insure smooth operation of the event, including all emergency procedures and security.
- Coordinates needs of leasees for their event including event requirements, set-ups and adherence to City Ordinances, life safety codes and departmental policies.
- Coordinates advance facility information with engineering, parking, maintenance, security, stage, and food and beverage sections.
- Meets with contracted/prospective leasees on logistics planning and event budgeting.
- Completes pre- and post-event building inspection and reports.
- Oversees outside merchandising, inventories merchandise and collects building percentage.
- Determines and collects applicable ticket surcharge after each event.
- May conduct pre-contract tours in absence of Booking Supervisor.
- May require working evenings, weekends and holidays as determined by events.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Liberal Arts, Social Sciences or a closely related field. Requires a valid Texas Driver's License and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Three years of professional experience in marketing, performing arts, or hospitality industry are required. Pertinent professional experience in marketing, performing arts, or hospitality industry may be substituted for the above education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Booking Supervisor
Theater Event Coordinator

Effective Date: October 1998